



RECORDS RETENTION SCHEDULE

LOCAL HEALTH DEPARTMENT



Prepared by
LOCAL RECORDS BRANCH

Public Records Division
Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

LOCAL HEALTH DEPARTMENT

Agency

December 13, 2001

Schedule Date

Unit

Change Date

December 13, 2001

Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Date of Approval

Agency Records Officer

Date of Approval

Richard L. Pelding
State Archivist and Records Administrator
Director, Public Records Division

December 13, 2001
Date of Approval

[Signature]
Chairman, State Archives and Records Commission

12/13/01
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

James Carlton
Records Analyst/Regional Administrator

December 13, 2001
Date of Approval

Jim [Signature]
Appraisal Archivist

12/13/01
Date of Approval

James Carlton
State/Local Records Branch Manager

December 13, 2001
Date of Approval

The determination as set forth meets with my approval.

Patricia [Signature]
Auditor of Public Accounts

12/18-01
Date of Approval

RECORDS RETENTION SCHEDULE

A-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

LOCAL HEALTH DEPARTMENT

Administrative

Schedule Date: December 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5207	Board of Health Minutes (C) Mtgs. open to public; Sub. to Ky. open mtg. laws (V)	P	Retain
L2116	Establishment of Public Health Tax Rate	P	Retain
L5208	Official Correspondence	P	Retain
L5209	General Correspondence	2	Destroy
L5210	Informational and Reference Material	I	Destroy when obsolete or no longer useful to the agency.
L5211	Official Budget	P	Retain
L5212	Final Closeout Reports (V)	P	Retain
L5213	Audit Report	P	Retain
L2123	Financial Records File	6	Destroy after audit
L5214	Individual Personnel Files (C) KRS 61.878	I	Destroy 70 years from date first employed
L5215	Certification of Eligibles	1	Destroy
L2128	Internal Management Reports Other than Financial (e.g., Patient Appointments, Staff Schedules, Monthly Patient/Client Statistical Computer Reports) (C) KRS 194A.060; KRS 61.878(1)(a)	I	Destroy when obsolete or no longer useful.
L5216	Inventory of Equipment	I	Destroy 3 years after update is completed and audit.
L2135	Vaccine Activity Worksheet & Order Record	1	Destroy

C = Confidential Record

I = Indefinite

P = Permanent

V = Vital Record

RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

LOCAL HEALTH DEPARTMENT

Administrative

Schedule Date: December 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5161	Reportable Disease Records (C) KRS 194A.060; KRS 61.878(1)(a)	I	If the individual has a medical record, file the report in the medical record. If the individual does not have a record, destroy when no longer useful to the local health department.
L5217	Open Records Request for Inspection/Disposition Record (This record series documents requests for information from the public, press, or other governing agency. It is a joint form that also documents approval and/or denial of information and supporting documentation). May include the date of request, requesting party name, information requested, copies needed or only viewing, disposition and supporting documentation for decision). (V)	1	Destroy

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RECORDS RETENTION SCHEDULE

B-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

LOCAL HEALTH DEPARTMENT

Medical Information

Schedule Date: December 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2139	Master Patient Index (C) KRS 194.060.KRS 61.878(1)(a)	P	Retain
L2140	Adult Patient Medical Record (C) KRS 194A.060; KRS 214.420; KRS 61.878(1)(a)	I	Destroy 10 years after the last date of service. Exception - if the patient has had tuberculosis infection and/or disease and the treatment regimen, allergies, sensitivities and reactions have not been extracted and documented on the Immunization/Mastercard, the record must be kept permanently.
L5157	Minor Patient Medical Record (C) KRS 194A.060; KRS 214.420; KRS 61.878(1)(a)	I	Destroy 5 years after the patient reaches 18 years of age or 10 years from last date of service whichever is longer. Exception - if the patient has had tuberculosis infection and/or disease, and the treatment regimen, allergies, sensitivities and reactions have not been extracted and documented on the Immunization/Mastercard, the record must be kept permanently.
L2144	Pap Smear, Mammogram and Abnormal CBE Logs (C) KRS 194A.060; KRS 214.420; KRS 61.878(1)(a)	I	Destroy 1 year from followup service date.
L2145	Patient Drug and Device Log (C) KRS 194A.060; KRS 61.878(1)(a)	5	Destroy
L2146	Tuberculosis Chest X-Rays (C) KRS 194A.060; KRS 61.878(1)(a)	P	The TB post-treatment chest x-ray is to be maintained permanently in the agency.
L5159	Immunization Record (Master Record) (C) KRS 194A.060; KRS 61.878(1)(a)	P	Retain

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

LOCAL HEALTH DEPARTMENT

Medical Information

Schedule Date: December 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5160	Perinatal Hepatitis B Prevention Form for Infants (C) KRS 214.420; KRS 194A060	I	File the form in the infant/child's chart if a chart is created. If the infant/child never becomes a patient of the LHD destroy in 2 years.
L5164	Incident/Accident/Complaint Reports (C) KRS 61.878(1)(a)	I	Destroy 5 years after accident/incident occurred for adults. For children keep until age 18 years plus 5 years or until litigation is complete whichever time period is longer.
L5162	Laboratory Records for CLIA (C) KRS 214.420; KRS 194A.060	2	Destroy
L5163	HIV/AIDS Care Coordinator Client Record (C) KRS 214.420; KRS 61.878(1)(a); KRS 194A.060	3	Destroy

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

LOCAL HEALTH DEPARTMENT

Vital Statistics

Schedule Date: December 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2153	Certificate of Live Births (V)	P	Retain
L2154	Certificate of Stillbirth (V)	P	Retain
L2155	Death Index-Report 677 (V)	P	Retain
L2156	Birth Index by Name of Child (V)	P	Retain
L2157	Birth Index by Maiden Name of Mother (V)	P	Retain
L2158	Permit for Disinterment and Reinterment in the Same Cemetery (V)	P	Retain
L2159	Application for Permit to Disinter and Reinter in Same Cemetery (V)	P	Retain
L2162	Provisional Certificate of Death (V)	I	Destroy when death appears on Death Index Report 677

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RECORDS RETENTION SCHEDULE

D-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

LOCAL HEALTH DEPARTMENT

Rabies Control

Schedule Date: December 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2163	Rabies Vaccination Certificate	5	Destroy
L2164	Animal Quarantine Notice	1	Destroy
L2165	Notice and Order to Vaccinate Dog Against Rabies	1	Destroy

RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

LOCAL HEALTH DEPARTMENT

Home Health

Schedule Date: December 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5218	Home Health Advisory Committee Minutes	P	Retain
L2142	Adult Patient Home Health Medical Record (C) KRS 194A.060; KRS 214.420; KRS 61.878(1)(a)	I	Destroy 6 years after last date of service.
L5158	Minor Patient Home Health Medical Record (C) KRS 194A.060; KRS 214.420; KRS 61.878(1)(a)	I	Destroy 5 years after the patient reaches 18 years of age or 6 years from last date of service whichever is greater.

RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

LOCAL HEALTH DEPARTMENT
Women, Infant, and Children

Schedule Date: December 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2171	WIC Revalidation Information	3	Destroy -pending written notification of resolution of state/federal audit.
L2174	WIC Vendor File	3	Destroy after written notification of resolution of State/Federal audit.

RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

LOCAL HEALTH DEPARTMENT

Food and Sanitation

Schedule Date: December 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2175	Establishment Files (Businesses which have obtained operating permits) (Some records are exempted by the Open Records Law KRS 61.878.) (C)	I	Destroy 2 years after last date of activity.
L2176	Onsite Sewage Files	P	Retain
L2177	Applications for Permit to Operate (Access Restrictions: Any records contained in file which are exempted under Open Records Law. KRS 61.878.) (C)	2	Destroy after audit
L2181	Environmental Health Management Information System Reports	5	Destroy after audit
L2182	Plats, Maps, Surveys, Blueprints and Plan Review Sheets -- (other than onsite)	3	Destroy

C = Confidential Record

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